



**LAKE BLUFF
SCHOOLS**
DISTRICT 65

TO: Board of Education
Dr. Lisa Leali, Superintendent

FROM: Jay Kahn, Director of Finance and Operations/CSBO

DATE: December 17, 2024

RE: RJB Contract Award 2025-2026

Recommendation

Administration recommends that the Board award the Custodial Cleaning Services contract for the 2025-26 fiscal year to RJB Properties, Inc. (RJB) for \$379,995, with the option for the Board, at its sole discretion, to renew for up to four successive one-year terms at an increase tied to CPI not to exceed 3%.

Background

Evening custodial services were bid in February of 2024 and a one-year contract was awarded to GSF–USA in the amount of \$359,064.88. The transition to GSF was fraught, as GSF was unable to find a qualified site supervisor and service suffered. The cleanliness of our facilities deteriorated, and it was taking significant management time from the department. The decision was made to rebid the business and a bid for the 2025-26 fiscal year was released in November – we received 13 bids.

Current Situation

Bids are awarded to the lowest responsive, responsible bidder.

- Responsiveness is a determination that focuses on the response materials. A bid is considered *responsive* if it indicates compliance without material deviation from the requirements of the bid solicitation and the terms and conditions of the proposed contract.
- Responsibility is a determination that focuses on the respondents. A bidder is considered *responsible* if they possess the experience, facilities, reputation, financial resources and are fully capable of performing the contract.

The bid criteria used to evaluate the respondents were:

- Longevity of contractor in public schools
- Longevity and turnover of administrative and executives
- Employee turnover rate
- Financial Soundness and Stability
- Comprehensiveness of customer contact procedures
- Training Programs
- References

Of the low bidders, many were small firms with little or no experience in K-12 public schools. Only GSF and RJB met our criteria and based on our recent experience with GSF, we did not consider them a responsible bidder.

The District would like to transition from GSF to RJB prior to the July 1 contract start date because starting a new contract in the middle of summer projects is difficult and we would like the new RJB staff to become familiar with the buildings. After working with both companies on a transition date, we will bring a short-term “emergency” contract to the board for approval.

LB65 Custodial Bid Results 2025

Company	Smith	Eco Clean	Perfect Cleaning	RJB	Chi-Town	FBG	Multisystem Management	GDI	Alpha	Emeric	GSF	Kleen Tech	ABM
Total Labor Cost	\$ 287,040.00	\$ 283,728.00	\$ 283,728.00	\$ 283,728.00	\$ 281,907.00	\$ 423,144.00	\$ 283,752.00	\$ 283,730.00	\$ 287,040.00	\$ 283,728.00	\$ 283,728.00	\$ 303,612.00	\$ 284,352.00
Equipment	\$ 8,000.00	\$ 3,000.00	\$ 12,500.00	\$ 5,000.00	\$ 8,733.00	\$ 8,500.00	\$ 8,790.00	\$ 6,188.00	\$ 11,481.00	\$ 10,400.00	\$ 10,410.22	\$ 105,552.00	\$ 18,954.00
Equipment Maint & Repair	\$ 3,700.00	\$ 500.00	\$ 2,400.00	\$ 2,500.00	\$ 2,335.00	\$ -	\$ 2,350.00	\$ 3,588.00	\$ 2,870.00	\$ 600.25	\$ 312.31	\$ 25,908.00	\$ 19,667.00
Subtotal	\$ 298,740.00	\$ 287,228.00	\$ 298,628.00	\$ 291,228.00	\$ 292,975.00	\$ 431,644.00	\$ 294,892.00	\$ 293,506.00	\$ 301,391.00	\$ 294,728.25	\$ 294,450.53	\$ 435,072.00	\$ 322,973.00
Payroll Taxes and Insurance	\$ 42,884.02	\$ 28,238.00	\$ 39,298.00	\$ 46,390.00	\$ 33,382.00	\$ 49,439.00	\$ 33,600.00	\$ 40,960.00	\$ 5,166.00	\$ 42,755.50	\$ 43,438.76	\$ 83,496.00	\$ 30,694.00
Training	\$ 500.00	\$ 500.00	\$ 1,150.00	\$ 1,000.00	\$ 1,114.00		\$ 1,120.00	\$ 2,795.00	\$ 2,000.00	\$ 1,300.00	\$ 1,200.00	\$ 2,832.00	\$ -
Employee Insurance	\$ 43,200.00	\$ 16,500.00	\$ 14,304.00	\$ 22,680.00	\$ 16,879.00	\$ 14,600.00	\$ 16,990.00	\$ 6,750.00	\$ 57,600.00	\$ 16,000.00	\$ 11,147.50	\$ 13,356.00	\$ 8,869.00
Other Benefits			\$ 3,300.00	\$ 3,941.00							\$ 3,480.00	\$ 576.00	\$ 2,773.00
Overhead & Admin	\$ 15,412.96	\$ 18,474.00	\$ 13,800.00	\$ 14,756.00	\$ 17,764.00	\$ 56,786.00	\$ 17,880.00	\$ 41,282.00	\$ 21,300.00	\$ 12,000.00	\$ 7,810.39	\$ 76,824.00	\$ 32,289.00
Subtotal	\$ 101,996.98	\$ 63,712.00	\$ 71,852.00	\$ 88,767.00	\$ 69,139.00	\$ 120,825.00	\$ 69,590.00	\$ 91,787.00	\$ 86,066.00	\$ 72,055.50	\$ 67,076.65	\$ 177,084.00	\$ 74,625.00
Grand Total	\$ 400,736.98	\$ 350,940.00	\$ 370,480.00	\$ 379,995.00	\$ 362,114.00	\$ 552,469.00	\$ 364,482.00	\$ 385,293.00	\$ 387,457.00	\$ 366,783.75	\$ 361,527.18	\$ 612,156.00	\$ 397,598.00

Rank 11 1 6 7 3 12 4 8 9 5 2 13 10

Stated Grand Total **\$ 372,980.00** **\$ 423,144.00** **\$ 376,106.00**

Additional Building Coverage

\$/Hr Special Requests	\$ 20.25	\$ 25.00	\$ 32.75	\$ 29.10	\$ 25.00	\$ 24.00	\$ 25.00	\$ 29.50	\$ 23.00	\$ 33.00	\$ 32.97	\$ 34.80	19.53/28.96
\$/Hr Supervisory Coverage	\$ 32.50	\$ 35.00	\$ 45.25	\$ 47.25	\$ 35.00	\$ 39.00	\$ 33.00	\$ 39.50	\$ 32.00	\$ 45.00	\$ 49.70	\$ 56.45	31.70/47.03

	1	2	3	4	5	6	7
	Eco Clean	GSF	Chi-Town	Multisystem Management	Emeric	Perfect Cleaning	RJB
Bid amount	\$ 350,940.00	\$ 361,527.18	\$ 362,114.00	\$ 364,482.00	\$ 366,783.75	\$ 370,480.00	\$ 379,995.00
Rate for special requests	\$ 25.00	\$ 32.97	\$ 24.00	\$ 25.00	\$ 33.00	\$ 32.75	\$ 29.10
Rate for supervisory coverage	\$ 35.00	\$ 49.70	\$ 39.00	\$ 33.00	\$ 45.00	\$ 45.25	\$ 47.25
Longevity of contractor in public schools							
Longevity and turnover of administrative and executives							
Employee turnover rate	5%	78%	16%	15%	40%	Not Incl.	29?
Financial Soundness and Stability	17 years in business	Large, well capitalized company with strong references	9 years \$1mm in sales, 46 people	13 years; 100 employees; \$2 million in sales	13 years, 300 employees. Lake Bluff "based"	24 years; 26 employees	Large, well capitalized company with strong references
Comprehensiveness of customer contact procedures							
Training Programs							
References		Personal Experience					
Certificates							
B. Insurance	\$3M general aggregate and \$10M Umbrella	\$2M general aggregate and \$10M Umbrella	No Umbrella	\$2M General umbrella	\$5M umbrella	\$2M General umbrella	\$5M umbrella
E. Eligible to Bid	x	x	x	x	x	x	x
F Drug Free Workplace	x	x	x	x	x	x	x
G Sexual Harassment	x	x	x	x	x	x	x
H Non discrimination	x	x	x	x	x	x	x
I Proof of insurability	x	x	x	x	x	x	x
J Anti Collusion	x	x	x	x	x	x	x
K Contract	would need to sign	x	x	x	x	x	x
L Acknowledgement	x	x	x	x	x	x	x
Building inspection form	x	x	x	x	x	x	x
Customer contact procedures	x	x	No	x	x	x	x
Training Programs	x	x	No	some	extensive	some	x
Sworn statement of employee turnover	x	x	x	x	x	x	x
Banks				x			
Qualifications:							
Serve public school district for 5 years	No	Yes	No	No	No	No	Yes
list of 5 public schools	No	Yes	No	No	No	No	Yes
3-5 lost accounts		Yes		Yes			Yes
Litigation							
Organization structure /background							
Experience		Evidence of satisfactory performance					
Experienced in providing trained and skilled personnel							
motivation /support programs							
Training Programs							
written standards, procedures, schedules, records							

EXHIBIT K
CONTRACT FOR CUSTODIAL SERVICES

THIS CONTRACT is made this 17th day of December, 2024, by and between RJB Properties, Inc., having a principal place of business at 3357 S. Justine, Chicago, IL 60608, _____ (“**Contractor**”), and the Board of Education of Lake Bluff School District No. 65, Lake County, Illinois (“**Board**”), as follows:

1. Scope of Services. The Board retains Contractor to provide cleaning custodial services more fully described in the attached Invitation to Bid, in accordance with Contractor’s Bid Proposal for the 2025-2026 school year, with an option for the Board, at its sole discretion, to renew the Contract for the 2026-2027, 2027-2028, 2028-2029, and 2029-2030 school years, and Contractor agrees to provide the services described in the Invitation to Bid. The documents that form the entirety of this Contract are: (i) the attached Invitation to Bid; (ii) Contractor’s Bid Proposal Form; and (iii) **Exhibits A-C, and F-J** of the Invitation to Bid, all of which are attached as **Exhibit 1** to this Agreement and incorporated herein by reference.

3. Costs. Contractor shall be authorized to charge the Board the amounts provided in Contractor’s Bid Proposal Form that specifically relate to the cleaning custodial services provided to the Board.

4. Term. The term of this Contract will be for one year, beginning on July 1, 2025 through June 30, 2026. The Board reserves the right to extend this Contract for four additional one-year terms on the same terms and conditions as is set forth herein subject to the price increases outlined in the Invitation to Bid.

5. Status as Independent Contractor. The Contractor and the Board are independent of one another, and neither has the authority to bind the other to any third person or otherwise to act in any way as the representative of the other, unless otherwise expressly agreed to in writing signed by both parties hereto. The Contractor shall be responsible for payment of all taxes imposed in connection with its performance of services and receipt of fees under this Contract.

5. Insurance. Within fourteen (14) days after signing this Contract below, the Contractor shall provide the Board with original signed certificates of insurance showing that the coverage required in the Invitation to Bid.

6. Applicable Laws. The Contract shall be governed and construed in accordance with the laws of the State of Illinois, notwithstanding its choice of law provisions. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect. The Contractor shall comply with all applicable federal, State, County, and municipal laws and ordinances, as well as all School District policies. Failure of the Contractor to be in compliance with this Section shall be cause for the Board to immediately terminate this Contract.

7. Notice. Any notice or communication permitted or required under this Contract shall be in writing and shall become effective on the day of mailing thereof by certified mail, postage prepaid, or

on the date of deposit with a nationally recognized overnight delivery service with proof of delivery, addressed:

If to the Board: Lake Bluff Elementary School District No. 65
121 East Sheridan Place
Lake Bluff, Illinois 60044
Attn: Director of Finance & Operations

If to Contractor: RJB Properties, Inc.
3357 S. Justine
Chicago, IL 60608
Attn: Vice President

8. Binding Effect of Contract. This Contract shall inure to the benefit of the Board, its agents, representatives, officers, directors, assigns, and successors and shall bind the Contractor, its agents, representatives, successors, and assigns.

9. Complete Understanding. This Contract and the **Exhibit 1** set forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and there are no promises, agreements, or undertakings, either oral or written, express or implied, between them other than as herein set forth.

10. Assignments. This Contract shall not be assigned or any part of the same subcontracted without the written consent of the Board, which shall not be unreasonably withheld or delayed, but in no case shall such consent relieve the Contractor from its obligations or change the terms of the Contract.

11. Amendments. Except as otherwise provided, no subsequent alteration, amendment, change, or addition to this Contract shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

12. Conflicts. If there are any conflicts between the terms of this Contract with those of the Invitation to Bid or the Contractor's Bid Proposal Form, the terms of the Invitation to Bid shall control over this Contract and the Contractor's Bid Proposal Form; and the Invitation to Bid shall control over the terms of the Bid Proposal Form.

13. Effective Date. This Contract shall be deemed dated and become effective on the date the last of the parties executes the Agreement as set forth below.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed and do hereby warrant and represent that their respective signatories whose signatures appear below have been and are on the date of this Contract duly authorized by all necessary and appropriate corporate action to execute this Contract.

<p>[CONTRACTOR] <i>[THIS DOCUMENT IS A FORM. BIDDER'S DO NOT NEED TO SIGN THIS. ONLY THE SUCCESSFUL BIDDER WILL SIGN THIS AFTER AWARD IS MADE.]</i></p> <p>By: _____ Its: President</p> <p>Date: _____</p> <p>ATTEST: By: _____ Its: _____</p>	<p>BOARD OF EDUCATION OF LAKE BLUFF ELEMENTARY SCHOOL DISTRICT NO. 65, LAKE COUNTY, ILLINOIS</p> <p>By: _____ Its: Superintendent or Board President</p> <p>Date: _____</p> <p>ATTEST: By: _____ Its: Secretary</p>
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